

SDF-4
File SDF Case File
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MEMORANDUM FOR: Deputy Director Plans

SUBJECT : 1961 Inventory of Clandestine Services
Classified Records

1. This report is based on a measurement of all of the records held at headquarters by all components of the Clandestine Services. The identification and measurement was done by or under the direction of the various Records Management Officers who followed standard instructions, a set plan, and a standard format. The approach, therefore, was consistent, identification and measurements were reasonably precise, and the data is sufficiently accurate for all statistical purposes.

2. Total holdings in principal categories are shown by the following table in linear feet by groups of organizational units:

UNITS	OFFICIAL CS FILES	OPERATIONAL AUXILIARY FILES	ADMINISTRATIVE & MANAGERIAL	MISCELLANEOUS CLASSIFIED	TOTAL
Misc. Staffs	20.0	599.3	200.0	482.0	1534.3
Principal Staffs	303.0	5099.0	487.5	705.0	6594.5
Staff Divisions	323.5	3294.8	842.5	767.8	5228.6
Area Divisions	2284.7	6619.1	2365.1	2942.1	14211.0
RID	4019.0	11237.0	528.0	-----	19388.0*
TOTAL	6950.2	26849.2	7123.1	4896.9	46956.4

*INCLUDES RID/ARCHIVES RECORDS

3. Further data, comparisons, discussion, and recommendations relative to general records problems deriving from or depicted by this inventory are contained in the tabs. The most significant point which emerges is that, while the Clandestine Services are geared to a centralized records concept, the official system embraces only 29% of its documents and 70% of its cards. The virtues of such control as the official system embodies are indicated by the fact that total holdings of "official" paper have decreased. On the other hand, total holdings of auxiliary or "unofficial" paper have increased substantially. This fact argues for control, in some wise, of auxiliary paper and, since the CS staff elements deal almost exclusively in such paper, increased attention to basic records management principles by these elements is strongly indicated. Conversely, it can be stated that RID and the Area Divisions are moving into an era of refinement in techniques, approaches, and procedures which will provide for better utilization and maintenance of official paper.

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4. On the score of records disposition, CS headquarters has held its own, so to speak, in that disposition of records has equalled receipts during the past four years. Total holdings in 1958 and in 1961 are approximately the same although there are significant variations in category, type, and location of records. In 1958, 11.3% of CS records were at the Records Center. This year, 30.9% are located there and 69.1% are held in the headquarters buildings. We have moved 15,299 feet of records, or the equivalent of 1,912 four-drawer safes, out of expensive office space and into cheaper storage.

5. There are certain other notable characteristics of CS records, 1961, which stem from an appraisal of the inventory figures by functional type of record. We have over $2\frac{1}{2}$ million document control cards resulting from a plethora of document control systems, and there are 3.4 million index cards outside of the RID central index, most of which lead to operational documents of one kind or another. There are 1,870 feet of personality data (125,000 dossiers) again outside of RID supervision and control. The 1,832 feet of chrono files indicates an abiding lack of faith in the file systems themselves which is further reflected in extensive duplication of documents, files, and entire collections among and between desks, branches, divisions, staffs, and RID.

6. As a concurrent purpose, this inventory exercise was to accomplish the immediate destruction of all the obviously useless accumulations in any and all safes, in part at least, as preparation for the move to the new building. Debatable materials in the same category were to be earmarked for later follow up and decision. On the first count the Divisions were most cooperative. EE turned in 60 safes; WH, 31; NE, 25; FE, 17; and SR and WE, the equivalent of 12. For the rest, this first-round elimination of the accumulation of years remains to be done, or conversely, we must continue to live with this considerable residue in the more limited confines of the new space. The neatness, order, and arrangement of the contents of CS safes in general was not impressive. On the physical side, the Pandora's Box effect was all too prevalent. This alone--the formidable aspect of the contents of many safes--is an apparent and substantial reason for reluctance to manage records. Many a clerk loses interest in records problems when faces with the records themselves.

7. The overall perspective of CS records is one of rampant individualism tempered by common experience and common problems. The official system is limited in concept and essentially superficial in its application, leaving many possibilities for the effective use and utilization of official paper untouched. Outside of this system, in the auxiliary file area, units and individuals have obviously proceeded for years according to their own lights in order to produce the duplicate files; numerous, incongruous collections, and the awkward procedures with which we now contend. Considering records management as simple order and discipline--a place for everything and everything in its place--the problem presented by the Clandestine Services has scarcely been touched. The record, an important tool of the profession, is only somewhat accessible and, in many of its aspects, more a hindrance than a help.

8. The tabs which follow present the inventory data in various ways in an effort to facilitate consideration of the problems which the statistics pose. Certain general conclusions and recommendations are combined at Tab VIII. They are not specific and have not been worked out in detail because this report, after all, represents a parochial "records" point of view and clearly needs to be considered in a larger context. Should these views be accepted, however, any particulars required can be readily submitted.



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DD/P Records Management Officer

TABS:

- I - CS Records Terminology
- II - Component Totals & Change in Total Holdings, 1960-1961
- III - CS Records Holdings in Major Categories by Unit
- IV - Official CS Files -- Subject-Project
- V - Card Indices
- VI - CS Records Disposition Activities (FY 1958-FY 1961)
- VII - CS Headquarters Records (Statistics)
- VIII - Recommendations

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